# j0205484

# Board Self-Evaluation Questionnaire

A Tool for Improving the Governance Practices

of Non-Profit Organizations

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ For period from \_\_\_\_\_\_\_\_to \_\_\_\_\_\_\_\_\_

 (optional)

Board Self Evaluation Questionnaire

All board members should answer questions. When completed individually the results of Sections A, B and C should be compiled, shared and discussed by the whole board to determine an average group answer to each question and an overall section rating. Section D should be answered by board members alone but not shared with the group. Sections A, B and C should also be completed by the **Executive Director or CEO**. This questionnaire also includes Section E, which provides feedback to the Chair of the Board.

*Circle the response that* ***best*** *reflects your opinion. The rating scale for each statement is: Strongly Disagree (1); Disagree (2); Maybe or Not Sure (3); Agree (4); Strongly Agree (5).*

**A. How Well Has the Board Done Its Job?**

1. Our organization operates with a strategic plan

 or a set of measurable goals and priorities. 1 2 3 4 5

1. The board’s regular meeting agenda items reflects our

 strategic plan or priorities. 1 2 3 4 5

1. The board has created or reviewed, in this period, some key

governance job descriptions (e.g. board chair, directors and

committees 1 2 3 4 5

1. The board gives direction to staff on how to achieve the goals

 by setting, referring to, or revising policies. 1 2 3 4 5

1. The board has identified and reviewed the organization’s

 relationship with each of its key stakeholders 1 2 3 4 5

1. The board has ensured that the organization’s accomplishments

 and challenges have been communicated to key stakeholders 1 2 3 4 5

1. The board has ensured that stakeholders have received reports

on how our organization has used its financial and human

resources. 1 2 3 4 5

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 1 2 3 4 5

*My overall rating (add together the total of the numbers circled):*

❒ Excellent (30-24) ❒ Satisfactory (23-19) ❒ Poor (18- 6)

# **B. How Well Has the Board Conducted Itself?**

*Circle the response that* ***best*** *reflects your opinion. The rating scale for each statement is: Strongly Disagree (1); Disagree (2); Maybe or Not Sure (3); Agree (4); Strongly Agree (5).*

1. As board members we are aware of what is expected of us. 1 2 3 4 5
2. The agenda of board meetings are well planned

 so that we are able to get through all necessary board

 business. 1 2 3 4 5

1. It seems like most board members come to meetings

 prepared. 1 2 3 4 5

1. We receive written reports to the board in

 advance of our meetings. 1 2 3 4 5

1. All board members participate in important board

 discussions. 1 2 3 4 5

1. We do a good job encouraging and dealing with

 different points of view. 1 2 3 4 5

1. We all support the decisions we make. 1 2 3 4 5
2. The board assesses its composition and strengths in advance of

 recruiting new board members. 1 2 3 4 5

1. The board assumes much of the responsibility for director

 recruitment and orientation 1 2 3 4 5

10. Board members have some interaction with external

 stakeholders at board meetings (e.g.. as guests) or between

 meetings 1 2 3 4 5

11. Our board meetings are always interesting. 1 2 3 4 5

12. Our board meetings are frequently fun. 1 2 3 4 5

*My overall rating:(add together the total of the numbers circled)*

❒ Excellent (60- 50) ❒ Satisfactory (49-35) ❒ Poor (34-12)

## C. Board’s Relationship with Executive Director

*Circle the response that* ***best*** *reflects your opinion. The rating scale for each statement is: Strongly Disagree (1); Disagree (2); Maybe or Not Sure (3); Agree (4); Strongly Agree (5).*

1. There is a clear understanding on most matters where the board’s role

 ends and the executive director’s begins. 1 2 3 4 5

1. There is good two-way communication between the 1 2 3 4 5

 board and the executive director.

1. The board trusts the judgment of the executive director 1 2 3 4 5
2. The board provides direction to the executive director by

setting and reviewing policies. 1 2 3 4 5

1. The board has discussed and communicated the kinds of

 information and level of detail it requires from the executive

 director 1 2 3 4 5

1. The board has developed formal criteria and a process

 for evaluating the executive director 1 2 3 4 5

1. The board, or a committee of the board, has formally

 evaluated the executive director within the past 12 months. 1 2 3 4 5

1. The board evaluates the executive director primarily on the

 accomplishment of the organization’s strategic goals

 and priorities and adherence to policy. 1 2 3 4 5

1. The board provides feedback and shows its appreciation

 to the executive director on a regular basis. 1 2 3 4 5

1. The board ensures that the executive director

 is able to take advantage of professional development

 opportunities. 1 2 3 4 5

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 1 2 3 4 5

*My overall rating: (add together the total of the numbers circled)*

 Excellent (40+) Satisfactory (28-39) Poor (11-27)

D. My Performance as an Individual Board Member (*Not to be shared*)

*Circle the response that* ***best*** *reflects your opinion. The rating scale for each statement is: Strongly Disagree (1); Disagree (2); Maybe or Not Sure (3); Agree (4); Strongly Agree (5).*

1. I am aware of what is expected of me as a board member. 1 2 3 4 5
2. I have a good record of meeting attendance. 1 2 3 4 5
3. I read the minutes, reports and other materials in advance

 of our board meetings. 1 2 3 4 5

1. I am familiar with what is in the organization’s by-laws

 and governing policies 1 2 3 4 5

1. I frequently encourage other board members

 to express their opinions at board meetings. 1 2 3 4 5

1. I am encouraged by other board members to express

 my opinions at board meetings. 1 2 3 4 5

1. I am a good listener at board meetings. 1 2 3 4 5
2. I follow through on things I have said I would do. 1 2 3 4 5
3. I maintain the confidentiality of all board decisions. 1 2 3 4 5
4. When I have a different opinion than the majority,

 I raise it. 1 2 3 4 5

1. I support board decisions once they are made even

 if I do not agree with them. 1 2 3 4 5

1. I promote the work of our organization in the

 community whenever I had a chance to do so. 1 2 3 4 5

1. I stay informed about issues relevant to our mission

 and bring information to the attention of the board. 1 2 3 4 5

*My overall rating: (add together the total of the numbers circled)*

 Excellent (40+) Satisfactory (28-39) Poor (11-27)

**E. Feedback to the Chair of the Board *(Optional)***

*Circle the response that* ***best*** *reflects your opinion. The rating scale for each statement is: Strongly Disagree (1); Disagree (2); Maybe or Not Sure (3); Agree (4); Strongly Agree (5).*

1. The chair is well prepared for board meetings. 1 2 3 4 5
2. The chair helps the board stick to the agenda. 1 2 3 4 5
3. The chair tries hard to ensure that every board member has

 an opportunity to be heard. 1 2 3 4 5

1. The chair is skilled at managing different points of

 view 1 2 3 4 5

1. The chair has demonstrates versatility in facilitating

 board discussions. 1 2 3 4 5

1. The chair knows how to be direct with an individual board

 member when their behaviour needs to change. 1 2 3 4 5

1. The chair helps the board work well together. 1 2 3 4 5
2. The chair demonstrates good listening skills. 1 2 3 4 5
3. The board supports the chair. 1 2 3 4 5
4. The chair is effective in delegating responsibility

 amongst board members. 1 2 3 4 5

1. The chair ensures the board is aware of his/her organizational

 activities outside of our board meetings 1 2 3 4 5

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 1 2 3 4 5

*My overall rating: (add together the total of the numbers circled)*

 Excellent (40+) Satisfactory (28-39) Poor (11-27)